

Action Plan

What: Your transition team can complete this action plan in order to get the full picture of what you want to accomplish and how to get there.

Target	How	Who	What & When	How Much

Action Plan Example

Target	How	Who	What & When	How Much
Register ECE, pre-k, Head Start, child care... children	February Enrollment Week	Principal Teachers School staff Parents Transition team	<i>Principal:</i> Carry out logistics week before <i>Teachers:</i> available during events & meet with parents <i>Secretary:</i> make flyers & send home to children week before <i>Transition team:</i> Plan logistics & ensure volunteers attend	\$50-\$200 for incentives, flyers, & food
Register children coming from home	May Enrollment Week	Principal Teachers School staff Parents Transition team	<i>Principal:</i> Carry out logistics week before <i>Teachers:</i> available during event & do outreach week before <i>Secretary:</i> make flyers & send to Housing Authority to send to all homes <i>Transition team:</i> door-knocking & phone calls week before	\$50-\$200 for incentives, flyers, & food
Event 1 Parent-teacher	Parent Meet-n-Greet	Kindergarten teachers Parents Principal	<i>Teachers:</i> meet with parents for Friday breakfast at the school <i>Parent volunteers:</i> available to talk with parents <i>Principal:</i> Plan logistics three days before event	\$50-\$200 for incentives, flyers, & food
Event 2 Student-student	Let's Get Ready for School!	Kindergarten teachers Parents Principal Transition team	<i>Teachers:</i> plan games to match children up by week before <i>Parent volunteers:</i> plan activity for parents by week before <i>Principal:</i> plan logistics of event <i>Transition team:</i> create flyers & do outreach by week before	\$50-\$200 for incentives, flyers, & food